
2022 LEVY RETURN

Guidance Notes



citb.co.uk/levy



A guide to
completing your
Levy Return



**Can I
complete my
Levy Return online?**
Yes, visit
citb.co.uk/levyonline
to sign up.

Contents

How to complete your 2022 Levy Return	3-10
Section 1 – Business details	3
Section 1a, 1b & 2 – Memberships & establishments	4
Section 3 & 4 – Payment to employees & CIS payments	5-9
Section 5 & 6 – Contact details & declaration	10
Checklist	11
Why do I have to complete a 2022 Levy Return?	12
Levy rates	13
Key information including payment terms	14-15
List of main activities	16-17
Membership of Prescribed Organisations	18-19

Legal statement

Employers wholly or mainly engaged in construction industry activities are required to complete a Levy Return. If we do not receive your Levy Return, we will estimate how much you must pay. If you fail to return it by the due date, we reserve the right to take legal action in accordance with the Industrial Training Act 1982, s6(5).

How to complete your 2022 Levy Return

Section 1 Details of your business

Please check the information in this section is correct. If it isn't, amend it.

You will only have a Companies House number if your business has been incorporated as a limited company.

A company is a legal entity with a separate identity from those who own or run it.

What is my main activity?

Choose which main activity best represents your business. If it has changed, it is important that you detail this on the Levy Return. For a list of main activities, please see pages 16–17.

Section 1 Details of your business		Our records contain the following information about your business. Please amend if incorrect or complete where blank. You should inform us immediately if any of these details change in the future.
A Sample A Sample Building Services 123 Brick Lane Anytown ANZ 9XX		Registration number: 1234567 Return by: 30 June 2022 Phone: 0344 994 4455 Email: levy.grant@citb.co.uk
Companies House no.		

Main activity	If incorrect please enter the description which best describes the main activity of your business from the list on pages 16–17 of the Guidance Notes.
	Building maintenance

For help completing your Levy Return,
call **0344 994 4455** or email **levy.grant@citb.co.uk**

Section 1a Membership of Prescribed Organisations

Please detail any Prescribed Organisations you belong to. For a non-exhaustive list, and to find out why we need this information, see pages 18–19.

Section 1b Full names of sole trader or partners

Only complete this section if your business is not a limited company.

Section 2 Establishments

If you have more than one construction establishment, enter the details for each one on page 2 or on a separate sheet attached firmly to your Levy Return. If your construction establishment does not currently have a CITB Registration Number, or you do not know this, please leave this column blank.

An establishment is regarded as an entity in a commercial sense of a separate house of business or commercial organisation. It does not include in-house departments, separate office locations, building sites, yards etc.

Section 1a Membership of Prescribed Organisations

If you are a member of any Prescribed Organisation not listed in this box, please add. A non-exhaustive list of Prescribed Organisations is featured on pages 18–19 of the Guidance Notes.
If you do not belong to a Prescribed Organisation, please write 'NONE'.

*Federation of Master Builders (FMB)
Home Builders Federation (HBF)*

DO NOT LEAVE THIS BOX BLANK. If you don't belong to a Prescribed Organisation, you should state **'NONE'**.

Section 1b Full names of sole trader or partners (if applicable)

Section 2 Establishments (a separate division or part of the business)

The total number of establishments to be included in your Levy Assessment.
Provide their names, addresses, CITB Registration Number and Companies House numbers overleaf.

Section 2 (continued) Establishments (a separate division or part of the business)

Provide details of all establishments declared on page 1. Continue on a separate sheet if necessary.

Name of establishment	Address	Postcode	CITB Registration Number (if known)	Companies House no.
1 DE Demolition	Anchor Industrial Estate, Anytown	AN7 0WN	2345678	9876543211
2 Anytown Homes	123 Business House, Anytown	AN6 1TY	3456789	9876543212
3				
4				

Section 3

Payments to employees, including paid directors

Please inform us of your total gross taxable payments made to all employees on the payroll. Please also include payments to any leavers, and furlough payments made under the HMRC Coronavirus Job Retention Scheme (CJRS). Where applicable also include any top up payments made to employees. Part-time employees should be counted as appropriate fractions of full-time employees.

Section 3 Payments to employees, including paid directors	Amount in whole pounds only Do not leave blank
Do not include sub-contractors or agency staff in this section	
Total gross taxable payments made to all employees on the payroll, including paid directors, before deductions from 6 April 2021 to 5 April 2022. A	£ <input type="text" value="8"/> <input type="text" value="5"/> <input type="text" value="6"/> <input type="text" value="5"/> <input type="text" value="8"/> <input type="text" value="8"/>
Average number of employees on the payroll. B	<input type="text" value="4"/> <input type="text" value="2"/>
If you have entered '0' in box A , please tell us why.	<input type="text"/>

EXCLUDE the following from this declaration:

- Pensions
- Sole trader and partner drawings
- Employer's National Insurance Contributions (NICs)
- Dividends
- Payments to self-employed workers, sub-contractors or agency staff.

Section 4

Construction Industry Scheme (CIS) payments and status

Part of the Levy is calculated based on payments made to net paid (taxable) CIS sub-contractors. Levy will not be assessed on any payments made to gross paid CIS sub-contractors.

Section 4 Construction Industry Scheme (CIS) payments and status	Amount in whole pounds only Do not leave blank
Total tax deducted from sub-contractors paid through CIS from 6 April 2021 to 5 April 2022. C	£ <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="5"/> <input type="text" value="6"/> <input type="text" value="8"/> <input type="text" value="8"/>
Total of all payments (before deductions) to all sub-contractors paid through CIS from 6 April 2021 to 5 April 2022. D	£ <input type="text" value="2"/> <input type="text" value="4"/> <input type="text" value="2"/> <input type="text" value="6"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="8"/>
CIS Status – Please state if your business is paid "Gross" or "Net" when working for a main contractor in the construction industry. E	GROSS <input type="checkbox"/> NET <input checked="" type="checkbox"/>
Have you deducted tax at 30% from some or all sub-contractors paid through CIS from 6 April 2021 to 5 April 2022? F	NO <input type="checkbox"/> YES <input checked="" type="checkbox"/>
Please refer to pages 8-9 of the Guidance Notes for further help completing this section.	Leave Box F blank and continue on the next page
Total payments, less the cost of materials, made through CIS to taxable sub-contractors from 6 April 2021 to 5 April 2022. Do not include payments where tax was not deducted.	Consider completing Box F
	Do not leave blank
	£ <input type="text" value="5"/> <input type="text" value="5"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="0"/> <input type="text" value="8"/>

For help completing your Levy Return, call **0344 994 4455** or email levy.grant@citb.co.uk

Box C Total tax deducted

In Box C you can simply add together and declare the 'Total tax deducted' figure from each of the CIS300/online contractor monthly returns that your business submitted in the year to 5 April 2022.

Box D Total CIS payments

Provide the total of all payments (before deductions) to all CIS sub-contractors. This figure can be found in the column headed '**Total payments made (do not include VAT)**' on the 12 monthly CIS300/online contractor returns that you have submitted to HMRC.

Box E CIS status

Please state if your business is paid 'gross' (without CIS tax deducted) or 'net' (with CIS tax deducted) when working for a main contractor.

Box C, D & E

Do not leave blank

£ 8 5 6 , 4 2

Do not leave blank

£ 1 1 , 5 6 8 , 0 0 p

Do not leave blank

£ 2 4 2 , 6 0 2 , 0 0 p

Payments and status

C £

D £

E GROSS NET

NO

YES

Leave Box F blank and continue on the next page

Consider completing Box F

Do not leave blank

For help completing your Levy Return,
call **0344 994 4455** or email levy.grant@citb.co.uk

An illustration showing two light blue hands holding a dark teal clipboard. The clipboard has a silver clip at the top. The paper on the clipboard is white and features the text 'LEVY RETURN DUE BY 30 JUNE 2022' in a bold, purple, sans-serif font. The text is underlined with two parallel purple lines. The background is a soft gradient of light purple and white.

LEVY RETURN
DUE BY
30 JUNE 2022

Box F Payments to taxable sub-contractors less materials

Have you deducted tax at 30% from some or all sub-contractors paid through CIS from 6 April 2021 – 5 April 2022?

Please tick the appropriate response on the Levy Return.

If your response to this question is 'No' then leave Box F blank and proceed to next page of your Levy Return, see page 10.

If the answer to the above is 'YES', consider completing Box F.

Why is Box F important?

The Levy calculation applied to Box C assumes that all sub-contractors were taxed at 20%.

If the Levy calculation is based on the figure in Box C and some sub-contractors were taxed at 30%, then your Levy bill will be higher than it should be.

Box F is provided to allow you to account for payments to sub-contractors where tax has been deducted at both 20% and 30%. Box F should therefore declare the correct amount of sub-contractor payments liable to Levy so that the Levy Assessment can be accurately calculated.

Have you deducted tax at 30% from some or all sub-contractors paid through CIS from 6 April 2021 to 5 April 2022?		NO <input type="checkbox"/>	Leave Box F blank and continue on the next page
		YES <input checked="" type="checkbox"/>	Consider completing Box F
Please refer to pages 8-9 of the Guidance Notes for further help completing this section.			
Total payments, less the cost of materials, made through CIS to taxable sub-contractors from 6 April 2021 to 5 April 2022.		Do not leave blank	
Do not include payments where tax was not deducted.		F	£ <input type="text"/> <input type="text"/> <input type="text"/> 5 <input type="text"/> 5 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 0 <input type="text"/> <input type="text"/>

Box F

GROSS

NET

Leave Box F blank and continue on the next page

Consider completing Box F

Do not leave blank

F £ 5 5 3 4 0

AND SIGN THE DECLARATION.

section 6 overleaf.

To complete Box F, add together the total payments made to all sub-contractors where you deducted tax, and deduct the cost of their materials (paid for by each sub-contractor) from every line, see next page for an example.

The final figure should include both those taxed at 20% and those taxed at 30%.

Example of a CIS Monthly Return

Monthly Return – Print

**Monthly Return for period ended
5 May 2021**

This monthly return was submitted on 12/05/2021.
Your IRmark is: XXXXXXXXXXXXX
Number of subcontractors: 4

Name	Verification number	Total payments made (does not include VAT)	Cost of materials (paid for by subcontractor)	Total tax deducted
123 Building Services Ltd	V115455532	1,000.00	0.00	✓ 200.00
456 Electricals Ltd	V115465539	5,000.00	0.00	✗ 0.00
Cat Tooth Roofing Ltd	V115415533	3,500.00	2,000.00	✗ 0.00
Steve Taylor	V168891254	1,600.00	600.00	✓ 300.00
Totals		11,100.00	2,600.00	500.00

Calculating Box F		
Tax was deducted at 20% but no material costs. Add the total payments made.		1,000.00
Tax was not deducted. Ignore this line.		-
Tax was not deducted. Ignore this line.		-
Tax was deducted at 30% and there were material costs. Add the total payments made minus the cost of materials.		1,000.00
Box F Total		2,000.00

Do not use the figures from the 'Totals' row, because if you deduct the total 'Cost of materials' from the total 'Total payments made', they may include gross-paid sub-contractors and result in a higher Levy bill.

Add together the total payments made to each sub-contractor where tax was deducted, subtracting the cost of their materials from each line.

Add this total together and do the same for every month between 6 April 2021 and 5 April 2022, and enter the final total into Box F.

Section 5 Levy contact details

Please amend if incorrect or complete where blank so we can ensure we continue to communicate with the right person.

Section 6 Declaration

The declaration needs to be signed by a director, company secretary or someone in a similar position of responsibility.

How CITB uses your information

Please read this section of the Levy Return carefully.

Stay up to date with CITB

If you would like to receive marketing information about CITB's products and services, please consider signing up online at citb.co.uk/opt-in

You can opt-out from marketing activity at any time by contacting unsubscribe@citb.co.uk

Section 5 Levy contact details	
Our records contain the following information about your main Levy contact. Please amend if incorrect or complete where blank and please inform us if any of these details change in the future so we can ensure we continue to communicate with the right person.	
Contact name A Sample	Email a.sample@email.co.uk
Contact tel no. 0344 994 4455	Mobile tel no. 07123 456 789

Section 6 Declaration		
I declare that: <ul style="list-style-type: none">the information provided on this Levy Return is correct and complete; andI shall keep all supporting information for the purpose of verification.		
Your signature <i>A. Sample</i>	Print name A SAMPLE	
Business name A Sample Building Services	Position Managing Director	Date 01/06/22
How CITB uses your information		
All information provided to CITB will be processed in accordance with the Industrial Training Act 1982, the Data Protection Act 2018 and UK Data Protection Act 2018 and the UK General Data Protection Regulations, as replaced, amended or updated, as applicable.		
The information you provide to CITB in completing this Levy Return is in accordance with the requirements of the Industrial Training Act 1982 and will be used for purposes connected with all of CITB's functions as an Industrial Training Board. These purposes are set out in our Privacy Policy on our website at citb.co.uk/privacy .		

Checklist

Before signing the declaration on page 2 of your Levy Return (Section 6), please check that you have:

- Completed all the relevant boxes
- Checked your business name and details
- Included the details of any Prescribed Organisations you belong to at Section 1a
- Included your directors' wages in Section 3 if your business is a limited company
- Explained why, if you have declared nil payroll in Section 3
- Updated your Levy contact details
- Put your name and CITB Registration Number on any continuation sheets and securely attached them
- Written amounts in whole pounds only
- Read the declaration statement in Section 6.

We recommend you keep a copy of the signed CITB Levy Return for your records.

It's important to be accurate

Incorrect information is likely to result in a verification visit. Our staff may also visit employers who have not sent in a completed Levy Return. Legislation states that we may ask to see all relevant records.

The law states that we can require you to provide us with Levy Returns and other information we consider necessary to carry out our functions.

If you don't complete your Levy Return or don't provide us with the records and information we request, you may be fined. If you knowingly or recklessly give false information, you may be fined, go to prison, or both.

For help completing your Levy Return, call **0344 994 4455** or email **levy.grant@citb.co.uk**

Why do I have to complete a 2022 Levy Return?

Completing your Levy Return is a legal requirement.

It ensures you can access grants, funding and other support for training.

The legislation enabling CITB to raise the 2021 - 2023 Levy Assessments is due to come into force in May 2022. The Levy rates to be applied will be confirmed in this legislation.

What about dormant companies?

Dormant companies must still complete an annual Levy Return. Please complete the form ensuring you give the reason for nil payroll as 'Dormant' in Section 3 or alternatively clearly mark on the form 'Dormant' ensuring you complete the declaration in Section 6.

What happens if I don't complete a Levy Return?

- We will send you an estimated Levy assessment
- It will affect your entitlement to receive grant payments from us
- You may be selected for a CITB verification
- You may be fined.

Can other employers collect the Levy?

No – CITB is the only organisation authorised to impose, assess, withdraw, amend and recover the Levy.

For further information on unauthorised deductions, please visit: [citb.co.uk/wagededuction](https://www.citb.co.uk/wagededuction)

Who should complete a Levy Return?

Every construction employer on our register needs to complete an annual Levy Return, providing information about their workforce and wage bill.

Levy rates

Proposed Levy rates to be applied to 2022 Levy Return are:

Levy Return	Payments made to employees on the payroll	Net paid (CIS taxable) sub-contractors*	Assessed
2022	0.35%*	1.25%*	2023

Levy exemptions and reductions

For the 2022 Levy Return, if your total wage bill including payments made to net paid (taxable) CIS sub-contractors exceeded the Small Business Levy Exemption threshold of £120,000, you will be required to pay a Levy.

The exemptions and reductions to be applied to the 2022 Levy Return are:

2022 Levy Return thresholds*		
Small Business Levy Exemption	Less than £120,000	If payments made to employees on the payroll and net paid (taxable) CIS sub-contractors were less than £120,000 you will not pay a Levy but do need to complete a Levy Return
Small Business Levy Reduction	Between £120,000 – £399,999	If payments made to employees on the payroll and net paid (taxable) CIS sub-contractors were £120,000 or more but less than £400,000 you will receive an automatic reduction of 50%

*Levy rate and Levy exemptions and reductions to be confirmed in May 2022.



For more information visit [citb.co.uk/levy](https://www.citb.co.uk/levy)

Key information

Levy deadline

Please complete and return your Levy Return to us as soon as possible.

If you don't send your completed 2022 Levy Return by **30 June 2022**, any outstanding grant payments due to you will be withheld. If you don't send your completed 2022 Levy Return by **30 November 2022**, your eligibility for all 2022/23 grant claims will be lost.

Failure to submit a completed Levy Return will result in your 2022 Levy Assessment being estimated and may be higher than one based on a completed Levy Return.

How much will my Levy Assessment be?

To help you see what your CITB Levy may look like in relation to the 2022 Levy Return we have produced a simple calculator. This calculator will give you a guide to what Levy your organisation may pay including instalments if using direct debit payment option.

Find this at citb.co.uk/levycalculator

Payment information

The 2022 Levy Assessment is due to be raised in April 2023 and you should receive your Levy Assessment notice shortly after, confirming your Levy Assessment and payment date.

Can I pay by Direct Debit instalments?

Yes, if you complete your Levy Return on time.

A Direct Debit mandate will be included in your Levy Assessment Notice and is also available on our website citb.co.uk/levypayment

If you prefer, you can pay in one lump sum.

How we use the Levy

CITB's Levy supports the British construction industry to develop the skilled workforce it needs.

CITB uses the Levy to:

- Support training and development through grants and funding
- Promote the construction industry as a great career choice and offer high-quality apprenticeships
- Identify skills needs across the construction industry
- Develop occupational standards and qualifications.

For more information visit citb.co.uk/levysupport

Can I claim grants?

All eligible employers who are registered with CITB and up to date with their Levy Return can claim grants.

Grants are paid electronically into your bank account. If we do not have your correct bank details, please submit them online at citb.co.uk/send-your-bank-details

For more information about grants visit citb.co.uk/grant



List of main activities

- Access flooring
- Alteration to a building or part of a building
- Architectural steelwork installation
- Artexing
- Asbestos removal
- Asphalt and tar spraying
- Bricklaying and pointing
- Building and civil engineering
- Building repair and maintenance
- Cavity wall insulation, draught proofing and/or loft insulation
- Chimney lining
- Civil engineering
- Concrete flooring
- Concrete repair
- Conservatories
- Construction labour agency/payroll provider
- Curtain walling/structural glazing
- Damp proofing
- Demolition
- Developers
- Diamond drilling and sawing
- Directional drilling
- Dry lining and partitioning
- Dry lining
- Erection of timber framed buildings
- Erection or dismantling of exhibition stands
- Façade preservation
- Felt roofing
- Fibrous plastering
- Fitted kitchen/bedroom/bathroom installation
- Flat glass-glazing/emergency boarding up
- Formwork
- Garage door installation
- General building
- Hard flooring
- Hard landscaping
- Hard metal roofing (using copper, zinc, aluminium, titanium, stainless steel and bronze)
- House building
- Insulated concrete formwork
- Insulated enclosure specialists (i.e. cold storage contractors)
- Insulated rendering/cladding

- Interior fit-out
- Joiner and carpenter (mainly site work)
- Joinery manufacture
- Land drilling
- Lead working
- Liquid waterproof systems
- Mastic asphalt
- Netting and rigging
- Open-cast coal mining
- Painting and decorating
- Partitioning
- Passive fire protection
- Paving
- Piling
- Plant hire/repair
- Plastering
- Playground installation
- Powered access
- Preparing and fixing stone for building, including stonemasonry
- Rail plant hire and repair
- Railway contracting
- Reinforced concrete
- Resin flooring
- Road planing
- Road safety marking
- Road surface treatments
- Roof sheeting and cladding
- Roofing, including slating and tiling
- Scaffolding
- Sealant application
- Shelving and racking
- Shop fitting
- Single ply roofing
- Site preparation or groundworks
- Sprayed concreting
- Steeplejack or lightning conductor engineering
- Suspended ceiling installation
- Suspended platform installation
- Swimming pool construction
- Term maintenance – buildings
- Tool and equipment hire
- Tunnelling
- Underpinning
- Utilities
- Wall and floor tiling
- Window film application

Membership of Prescribed Organisations

We consult regularly with the Prescribed Organisations, (listed to the right) that represent employers from across the industry on key Levy issues, including Levy rates and thresholds.

A Prescribed Organisation refers to an organisation that will collectively speak on behalf of its members with respect to Levy proposals. This is likely to be a construction trade association or federation you are a member of.

Please indicate any Prescribed Organisations you belong to in Section 1a. This information enables us to calculate each organisation's level of employer representation. We do not pass any financial information you give us to Prescribed Organisations.

PLEASE DO NOT LEAVE SECTION 1a BLANK.

If you don't belong to a Prescribed Organisation, you should state **'NONE'**

- **Build UK**
- **BWF** British Woodworking Federation
- **CECA** Civil Engineering Contractors Association
- **CPA** Construction Plant-hire Association
- **FIS** Finishes and Interiors Sector
- **FMB** Federation of Master Builders
- **HAE** Hire Association Europe
- **HBF** Home Builders Federation
- **NAS** National Association of Shopfitters
- **NFB** National Federation of Builders
- **NFDC** National Federation of Demolition Contractors
- **SBF** Scottish Building Federation
- **SDF** Scottish Decorators Federation
- **SPOA** Scottish Plant Owners Association

The following federations and associations are members of Build UK*

- **ACAD** Asbestos Control & Abatement Division
- **ACIFC** Association of Concrete Industrial Flooring Contractors
- **ADCAS** Association of Ductwork Contractors and Allied Services
- **ASFP** Association for Specialist Fire Protection
- **ASUC** Association of Specialist Underpinning Contractors
- **ATLAS** Association of Technical Lightning and Access Specialists
- **BCSA** British Constructional Steelwork Association
- **BESA** The Building Engineering Services Association
- **BGA** British Geomembrane Association
- **BWF** British Woodworking Federation
- **CEF** Construction Employers Federation
- **CFA** Contract Flooring Association
- **CONSTRUCT** Concrete Structures Group
- **CPA** Construction Plant-hire Association
- **DHF** Door and Hardware Federation
- **DSA** Drilling and Sawing Association
- **EPIC** Engineered Panels in Construction
- **FeRFA** Resin Flooring Association
- **FIS** Finishes and Interiors Sector
- **FPS** Federation of Piling Specialists
- **HAE** Hire Association Europe
- **INCA** Insulated Render and Cladding Association
- **IPAF** International Powered Access Federation
- **NAS** National Association of Shopfitters
- **NASC** National Access & Scaffolding Confederation
- **NFDC** National Federation of Demolition Contractors
- **NFRC** National Federation of Roofing Contractors
- **PDA** Painting and Decorating Association
- **RIDBA** Rural and Industrial Design and Building Association
- **SPRA** Single Ply Roofing Association
- **STA** Structural Timber Association
- **TICA** Thermal Insulation Contractors Association
- **TTA** The Tile Association

* This list is accurate at the time of print

Questions about completing your Levy Return?

Please contact our Customer Operations team,
call **0344 994 4455** or email: **levy.grant@citb.co.uk**

citb.co.uk

CITB is registered as a charity in England and Wales
(Reg No. 264289) and in Scotland (Reg No. SC044875).

